



JOB ANNOUNCEMENT

POSITION: Legal Assistant

LOCATION: County of Stanly
Central Administration
1000 North First St, Suite 10
Albemarle, NC 28001

SALARY: \$31,335

HOURS: 37.5 hours per week

JOB SPECIFICATIONS: Work is characterized by its variety, complexity, significant public contacts, technical support and confidential nature. Provision of administrative support requires considerable knowledge of legal terminology, court systems, and procedures used in preparation, processing, and filing of legal documents. Work includes receiving, reviewing, preparing, and/or proofreading confidential correspondence including legal letters, memos, public records, complaints, contracts, or other legal documents using a personal computer. Must independently handle a variety of routine inquiries by telephone and in person and maintain/route a variety of records, contracts, and files. Complexity is present in conducting property title searches and requires significant attention to detail. Tact and courtesy must be exercised when communicating with the general public, counsel for opposing parties in litigation, and elected officials.

MINIMUM QUALIFICATIONS: Graduation from a two-year college and experience in legal assisting/paralegal work in general law or property or an equivalent combination of education and experience as a legal assistant/paralegal in general law or property sufficient to meet the necessary knowledge, skills, and abilities.

SPECIAL REQUIREMENTS: Employee is subject to Pre-Employment Drug Screening. Must have a valid North Carolina Class C Driver License.

RECRUITMENT PERIOD: August 22nd, 2016 thru September 12th, 2016

APPLICATION PROCESS: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the Stanly County Workforce Center, 2215 US Hwy 52 North, Albemarle, NC 28001. (704) 982-2183

Stanly County is an Equal Opportunity Employer

P| 704.986.3605
F| 704.986.3841

www.stanlycountync.gov

Human Resources
1000 N. First Street, Suite 10A, Albemarle, NC 28001